

SC830. SUBCHAPTER 830
CIVIL SERVICE RETIREMENT
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CIVIL SERVICE RETIREMENT

- References: (a) The Civil Service Retirement System (CSRS) and Federal Employees' Retirement System (FERS) Handbook for Personnel and Payroll Office (former FPM Supplement 830-1)
- (b) Title 5, Code of Federal Regulations, Part 831, Subpart I, "Law Enforcement Officers and Firefighters"

SC830.1. RETIREMENT PROCESSING

Servicing Civilian Personnel Offices/Human Resource Offices (CPOs/HROs) must establish a method for providing employees a retirement coverage letter or notice similar to the one referenced in CSRS and the "FERS Handbook for Personnel and Payroll Offices," Chapter 40, Section 40A3.1-2C (reference (a)).

SC830.2. TIMELINESS STANDARD

An 80 percent standard for the timely submission of retirement records (including death and refund records) has been in effect for all Federal Agencies since 1988. To be considered timely, a record must be received by the Office of Personnel Management (OPM) within 30 calendar days of the employee's separation. OPM monitors submissions and issues an Aging of Separations Report to reflect Government-wide and Agency compliance with the standard. Responsibility for meeting the standard rests with servicing CPOs/HROs and the civilian payroll community. Data entry in the Defense Civilian Personnel Data System, Defense Business Management System, and the Defense Civilian Pay System provide capability to monitor the movement of records between personnel and payroll.

SC830.3. SPECIAL RETIREMENT COVERAGE

SC830.3.1. Position Coverage Determination

SC830.3.1.1. The Under Secretary of Defense for Personnel and Readiness (USD(P&R)) must approve coverage determinations for law enforcement officer and firefighter positions that satisfy the requirements in 5 CFR 831.902 (reference (b)). The CPO/HRO must send the request for USD(P&R) approval to Defense Civilian Personnel Management Service (CPMS) through appropriate channels. Approval

requests must include evidence used in the determination process and a statement that the budgetary consequence of the position coverage has been considered.

SC830.3.1.2. Law enforcement officer and firefighter positions that do not satisfy the requirements established in 5 CFR 831.902 (reference (b)) are disapproved by the Head of a DoD Component (or his or her designee). Headquarters retirement counselors may request an advisory opinion from CPMS before processing such disapprovals.

SC830.3.1.3. CPMS shall report and maintain required information on position coverage determination approvals. Background material on position coverage determinations (approval and disapproval) shall be maintained by the Head of a DoD Component (or designee).

SC830.3.2. Requests from Individuals for Past Service Credit

SC830.3.2.1. The USD(P&R) must approve affirmative determinations that would provide law enforcement officer or firefighter service credit under circumstances outlined in 5 CFR 831.906 (reference (b)). The CPO/HRO must send the request for USD(P&R) approval to CPMS through appropriate channels. Approval request must include information required in 5 CFR 831.906(a) (reference (b)), as well as other evidence used in the determination process.

SC830.3.2.2. Determinations that do not grant law enforcement officer or firefighter past service credit are issued by the Head of a DoD Component (or designee). Headquarters retirement counselors may request an advisory opinion from CPMS before processing such disapprovals.

SC830.3.3. Mandatory Separation

SC830.3.3.1. Authority to exempt law enforcement officers and firefighters from mandatory separation rests with the Head of a DoD Component (or designee). An exemption that requires OPM approval must indicate that USD(P&R) has approved the DoD Component's submission.

SC830.3.3.2. The employee's servicing CPO/HRO is responsible for notifying a law enforcement officer or firefighter of mandatory separation.